

# MISSISSIPPI AIR NATIONAL GUARD

## MILITARY POSITION ANNOUNCEMENT

### Air Active Guard/Reserve (AGR)

(Restricted)

**OPENING DATE:** 31 December 2013      **ANNOUNCEMENT NO:** 14-1209res  
**CLOSING DATE:** 14 January 2014      **POSITION TITLE:** Training Specialist

**MINIMUM GRADE:** MSgt/E7      **MAXIMUM GRADE:** SMSgt/E8  
**LOCATION OF POSITION:** 186 ARW, Meridian, MS  
**MILITARY ASSIGNMENT REQUIREMENT:** Enlisted  
**REQUIRED AFSC:** 3S2X1      Required ASVAB score    General: 59

**Restricted to permanent on board AGR members of the Mississippi Air National Guard.**

**Promotion to Senior Master Sergeant is contingent upon availability of control grades.**

#### **GENERAL:**

This position is located in the Base Training Office at an ANG flying wing. This position administers military training functions, which include providing staff planning and multi level assistance to ensure that required military training objectives are achieved for all assigned units.

#### **DUTIES AND RESPONSIBILITIES:** (Not all inclusive, will be fully explained during interview)

Serves as the base training manager, ensuring that Unit Training Managers (UTMs) and Additional Duty Training Managers (ADTM)s are qualified in, and knowledgeable of their responsibilities. Supports unit training programs contributing to mission capability. Administers military training programs for all units. Oversees programs involving on-the-job training (OJT), formal school training, Extension Course Institute (ECI) training, Professional Military Education (PME), and ancillary training. Job categories and areas for which training is administered involve a wide variety of technical, professional, clerical and wage occupations representative of a complex military organization. Advises military commanders, UTMs and ADTM)s, and through them, the individual supervisors, trainers, and certifiers concerning the status, progress, success, and programming of individual training. Plans, compiles and forecasts requirements for formal school training for out years based on retirements and other attrition projections, conversion of weapons systems, etc. Monitors OJT programs for assigned units. Establishes local policies and procedures to provide a uniform and effective internal OJT program. Conducts training for training managers to familiarize them with concepts, scope, objectives, and procedures pertinent to OJT, and with regard to the responsibilities of commanders, supervisors, trainers, certifiers, and trainees in the organizations supported. Responsible for implementation of the Computer Based Training Program. Assembles and coordinates hardware and software used to train and test students in a variety of programs used as portions or segments of formal training programs, or as requisites prior to entering formal training courses. Processes upgrade training, retraining, withdrawal from training, and related training actions for input into appropriate information data systems. Performs other duties as assigned.

#### **APPLICATION INSTRUCTIONS:** All applications must be submitted to:

Military Department, State of Mississippi, ATTN: JFH-MS-HRM, P O Box 5027, Jackson, MS 39296-5027, if using United States Postal Service (USPS).

If ground delivery is used (UPS or FEDEX), submit to:

Military Department, State of Mississippi, Attn: JFH-MS-HRM, 1410 Riverside Drive, Jackson, MS 39202-1237.

Applications must be received by the Human Resources Office no later than 1630 hours on the closing date. Government postage paid envelopes or facsimile machines will not be used to submit applications.

**Applicants must submit the following forms:**

1. NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, signed and dated.
2. AF Form 422, Physical Profile Serial Report. (Also submit an AF Form 469, Duty Limiting Condition Report, if currently on a temporary physical profile.)
3. ANG Fitness Assessment Results.
4. RIP - Report Individual Personnel.

NOTE: Point of contact for additional information is CMSgt Miller, commercial (601) 313-6195 or DSN 293-6195. Individuals who do not meet the minimum qualifications will not be considered.

**SUPPLEMENTAL PREREQUISITES:**

1. Must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Must have physical exam approved by State Air Surgeon prior to entry into the AGR program.
2. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented DLC which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
3. Military grade will not exceed the maximum military duty grade authorized on the UMDG for the position.
4. Eligibility/Mandatory requirements for this AFSC are located in the current Air Force Enlisted Classification Directory (AFECD).

**EQUAL OPPORTUNITY:** The Mississippi National Guard is an Equal Opportunity Employer. Assignment will be made without discrimination for any reason such as race, color, religion, sex, national origin, politics, or marital status.